

Responsible Office: Code ID/Assessments and Technology Division  
Subject: Foreign Official Travel Notifications



Assessments and Technology Division  
Office of External Relations

Office Work Instruction

Foreign Official Travel Notifications

Approved by: \_\_\_\_\_  
John D. Schumacher  
Associate Administrator for  
External Relations

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## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		01/11/00	
Revision	A	4/27/00	Revisions reflect review of HOWIs to address Pre-Assessment Audit of Feb 2000, as follows: <ol style="list-style-type: none"><li>1. Minor editorial changes to Sections 5, 6 and 7 to ensure clarity and consistency of procedure.</li><li>2. Section 3 and Appendix A revised to make clear that current, official version of the Form is available from the TC(s) in Code ID.</li></ol>

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## **1. Purpose**

The purpose of this Office Work Instruction is to document the procedures performed within the Office of External Relations (OER) for the review and approval of requests of individuals from NASA Headquarters, Centers, and JPL to travel abroad.

## **2. Scope and Applicability**

- 2.1 This OWI covers coordination of Foreign Official Travel Notifications performed in OER.
- 2.2 This OWI applies to the Office of External Relations, and covers foreign travel by NASA Headquarters and Center employees, as required by NASA Policy Directive 9710.10 and JPL employees as required by NAS7-1407 (NASA/CalTech Contract), Appendix A.
- 2.3 Activities under this OWI are performed within the OER's Assessments and Technology Division (Code ID) by the Travel Coordinator(s) and the Manager, International Technology Transfer Policy.

## **3. Definitions**

- 3.1 DO: Office of External Relations Desk Officer responsible for the destination country or Enterprise.
- 3.2 DOS: Department of State.
- 3.3 FTR: A Foreign Travel Request includes an NF 1167, or NF 386 along with any associated background data. FTRs are received from a NASA Center, JPL or a NASA Headquarters organization and processed by Code ID.
- 3.4 FTR Form: The Foreign Travel Request Form is an internal Code ID form generated and controlled by the TC. The FTR Form is used to process FTRs. (Sample FTR Form is at Appendix A)
- 3.5 TC: Travel Coordinator within Code ID responsible for processing official foreign travel requests and notifications.
- 3.6 Manager, ITTP: Manager, International Technology Transfer Policy.
- 3.7 PO: Program Office at NASA Headquarters (or Center in some cases) with programmatic responsibility for trip's subject matter.

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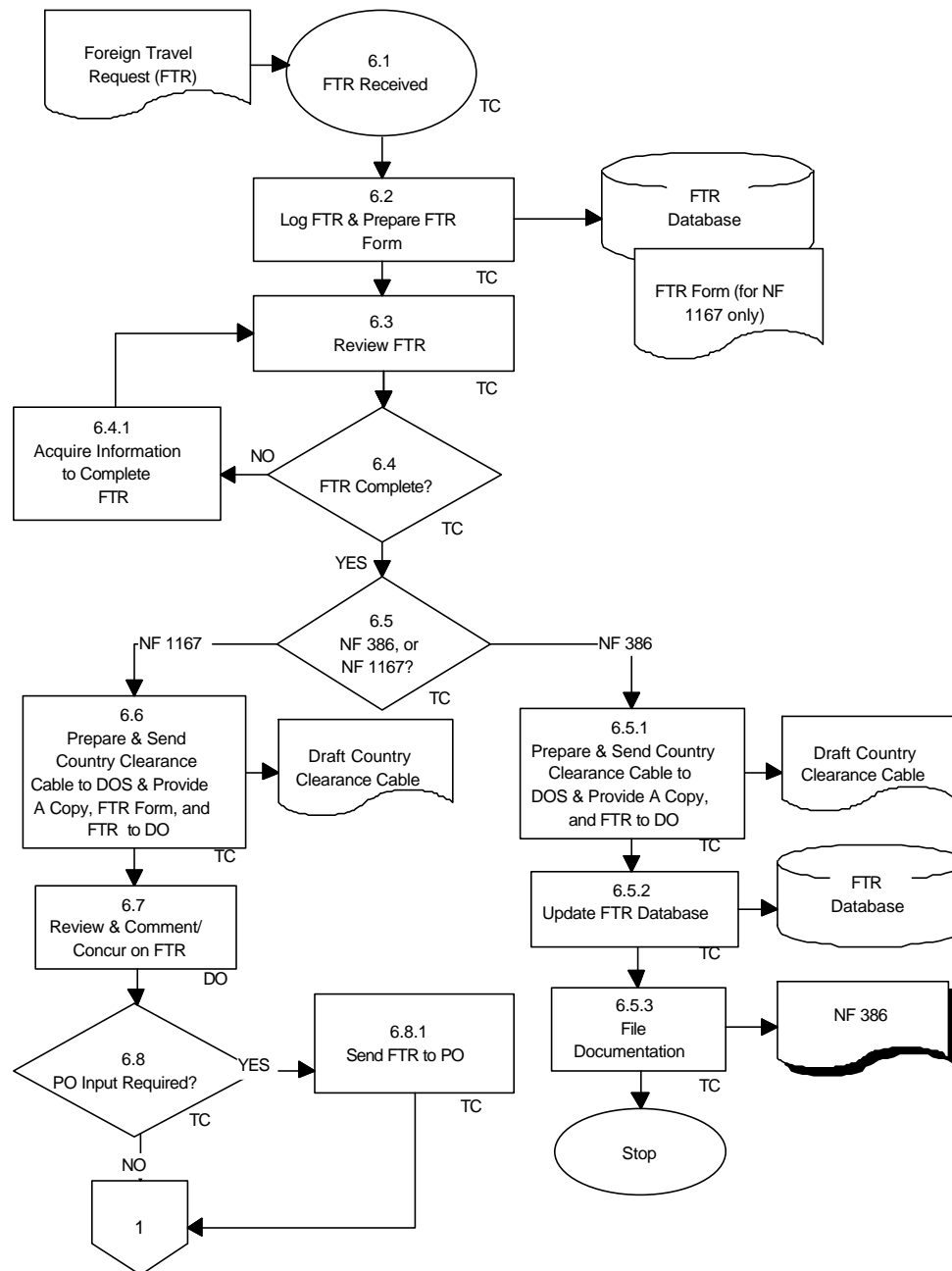
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#### **4. Reference**

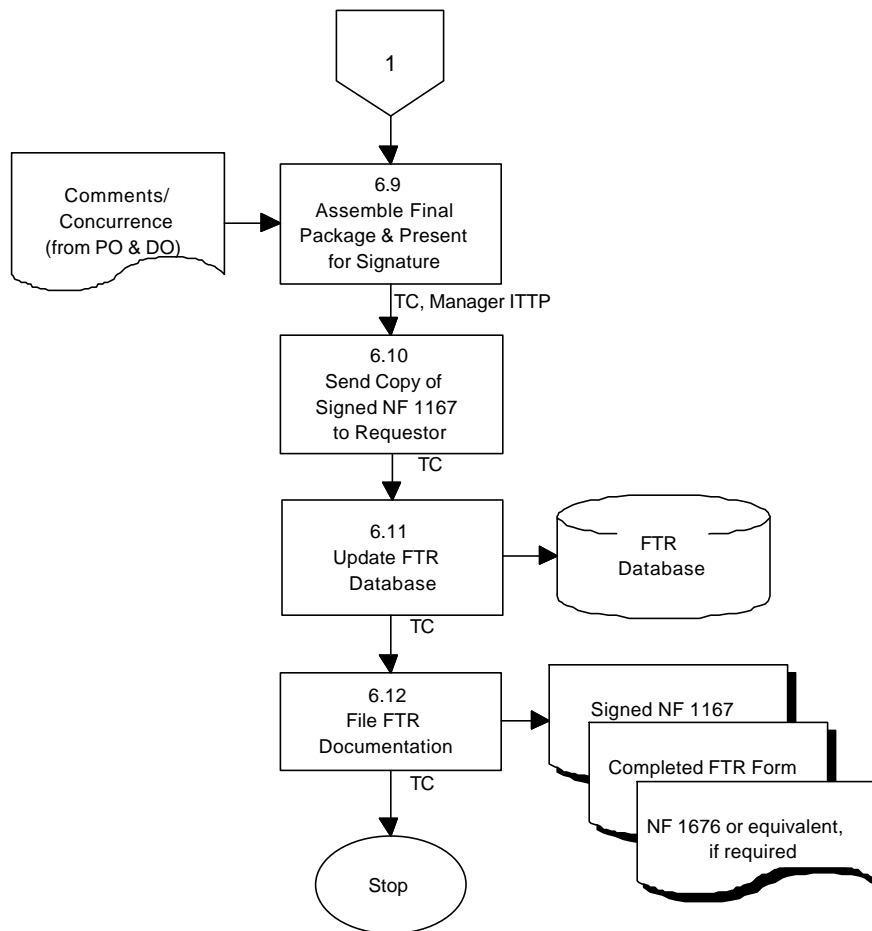
- 4.1 NF 1167 - Request for Approval of Foreign Training and Nonprogram Travel or Participation in Domestic Outside Symposia
- 4.2 NF 1676 - NASA Scientific and Technical Document Availability Authorization (DAA)
- 4.3 NF 386 - Overseas Travel Order
- 4.4 NPD 9710.10 - Delegation of Authority -- To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters
- 4.5 NAS7-1407 (NASA/CalTech Contract), Appendix A

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## 5. Flowchart



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## 6. Procedure

Step	Actionee	Action
6.1	TC	Receive Foreign Travel Request (FTR), with any supporting documentation, from a NASA Center, NASA HQ, or JPL.
6.2	TC	Log FTR into FTR database. Prepare FTR Form if NF 1167 is being processed. An FTR Form is not required for processing of an NF 386.
6.3	TC	Review incoming FTR for completeness, i.e., NF 1167, NF 1676, NF 386, reimbursable travel approval, etc.
6.4	TC	If FTR is incomplete, go to step 6.4.1. If complete, go to step 6.5
6.4.1	TC	Acquire information from appropriate source to complete FTR.
6.5	TC	If request is via an NF 386 (Travel Orders) go to step 6.5.1. If request is via an NF 1167 (Request for Approval of Foreign Training and Nonprogram Travel or Participation in Domestic Outside Symposia), go to step 6.6.
6.5.1	TC	Prepare draft country clearance cable from NF 386 and send to Department of State (DOS). Provide copies of the FTR and draft clearance cable to DO for information.
6.5.2	TC	Update FTR database to add date that draft country clearance cable was submitted to DOS.
6.5.3	TC	File NF 386 and draft country clearance cable. File supporting documentation, if any. Process stops.
6.6	TC	Prepare draft country clearance cable from NF 1167 and send to DOS. Provide copy of draft cable, FTR Form, NF 1167 and any associated background data to DO for review and comment/concurrence.
6.7	DO	Review FTR for programmatic or international issues, comment and/or concur on FTR Form.
6.8	TC	Is Program Office (PO) review/input required? If yes, go to step 6.8.1. If no, go to Step 6.9.
6.8.1	TC	Send FTR Form, NF 1167 and any associated background data to PO for review and comment.
6.9	TC  Manager, ITTP	Receive any comments/concurrence (on FTR Form) from PO and/or DO and assemble package. Present to Manager, ITTP for approval and signature.  Review FTR and FTR Form for approval. If no issues, approve (sign) NF 1167 and note any provisos (trip report requirement, etc). If issues/questions, return to TC for resolution with DO and PO, as required.

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.10	TC	Fax a copy of the approved (signed) NF 1167 to requestor.
6.11	TC	Update FTR database and close action.
6.12	TC	File FTR documentation, including: signed NF 1167; NF 386, completed FTR Form; copy of draft country clearance cable; and, if required, NF 1676 or equivalent. File any other applicable documents; such as, supporting documentation and abstract of presentation.



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## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
NF 386	TC	Code ID	Hard Copy	Schedule 9 Item 20.a	Destroy When 2 Years Old
Signed NF 1167	TC	Code ID	Hard Copy	Schedule 9 Item 20.a	Destroy When 2 Years Old
Completed FTR Form	TC	Code ID	Hard Copy	Schedule 9 Item 20.a	Destroy When 2 Years Old
NF 1676 or equivalent, if required	TC	Code ID	Hard Copy	Schedule 9 Item 20.a	Destroy When 2 Years Old

## 8. Appendix

### A. ID/International Travel Coordinator's Office Foreign Travel Request (FTR) Form

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**APPENDIX A: NASA HEADQUARTERS  
ID/INTERNATIONAL TRAVEL COORDINATOR'S OFFICE**

(Not the official version. Provided as exhibit only.)

Date Received in ID: \_\_\_\_\_ HQ Office/Center Requesting: \_\_\_\_\_

Entered in Database: \_\_\_\_\_ Country to be Visited: \_\_\_\_\_

**1. PROPOSED TRAVELER**

**Included in Package:**

Name: \_\_\_\_\_

NF 1167 \_\_\_\_\_ NF 1676 \_\_\_\_\_

Dates of Proposed Travel: \_\_\_\_\_

NF 386 \_\_\_\_\_ Legal Review \_\_\_\_\_  
(for reimbursable travel)

Country Clearance Requested: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Date to DoS): \_\_\_\_\_

**2. COORDINATION/CONCURRENCE**

**CODE I DESK OFFICER REVIEW:** \_\_\_\_\_

Code/Name

Date to Desk Officer

\_\_\_\_ **Code I Desk Officer Concurrence:** Yes / No Desk Officer's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**PROGRAM OFFICE REVIEW:** \_\_\_\_\_

Code/Name

Date to PO

\_\_\_\_ **Program Office Concurrence:** Yes / No Reviewer's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**PLEASE RETURN THIS DOCUMENT TO \_\_\_\_\_,  
INTERNATIONAL TRAVEL COORDINATOR'S OFFICE,  
NOT LATER THAN: \_\_\_\_\_  
TELEPHONE: 358-1859 FAX: 358-3099**

**CODE ID/FOREIGN TRAVEL REQUEST FORM**